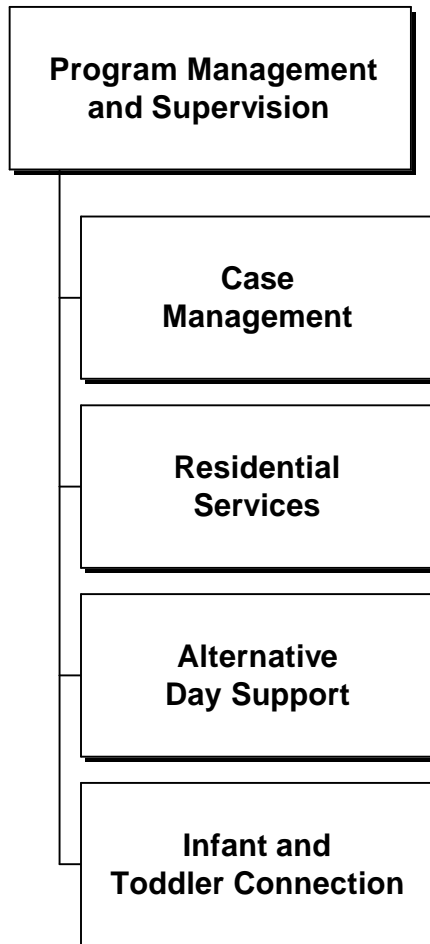


MENTAL RETARDATION SERVICES



FUND 106-40

CSB MENTAL RETARDATION SERVICES

Agency Position Summary

151	Regular Positions	/	150.5	Regular Staff Years
<u>14</u>	Grant Positions	/	<u>13.5</u>	Grant Staff Years
165	Total Positions	/	164.0	Total Staff Years

Position Detail Information

PROGRAM MANAGEMENT/SUPERVISION

1	Director of MR Programs
2	MR Specialists V
1	MR Specialist IV
1	MR Specialist III
2	MR Specialists II
1	MH Therapist IV
1	Volunteer Services Coordinator II
1	Administrative Assistant III
3	Administrative Assistants II
1	Administrative Assistant I
14	Positions
14.0	Staff Years

CASE MANAGEMENT SERVICES

1	MR Specialist V
5	MR Specialists III
22	MR Specialists II
11	MR Specialists I
1	Management Analyst I
40	Positions
40.0	Staff Years

(Grant Positions)

3	MR Specialists I
3	Positions
3.0	Staff Years

RESIDENTIAL SERVICES

Group Homes

1	MR Specialist IV
3	MR Specialists III
11	MR Specialists II
<u>51</u>	MR Specialists I
66	Positions
66.0	Staff Years

Supervised Apartments

1	MR Specialist II
3	MR Specialists I
4	Positions
4.0	Staff Years

Sponsored Placements

1	MR Specialist II, PT
1	Position
0.5	Staff Year

ALTERNATIVE DAY SUPPORT

1	Manpower Specialist IV
5	Manpower Specialists II
6	Positions
6.0	Staff Years

EARLY INTERVENTION SERVICES

Infant and Toddler Connection **(Grant Positions)**

8	MR Specialists II, 1 PT
1	Physical Therapist II
9	Positions
8.5	Staff Years

Daytime Development Center

1	MR Specialist III
1	MR Specialist II
2	Physical Therapists II
2	Occupational Therapists II
4	Speech Pathologists II
1	Medical Social Worker
1	Administrative Assistant II
12	Positions
12.0	Staff Years

Early Intervention Office

1	MR Specialist V
2	MR Specialists III
3	MR Specialists II
1	MR Specialist I
1	Management Analyst I
8	Positions
8.0	Staff Years

(Grant Positions)

1	MR Specialist II
1	Administrative Assistant III
2	Positions
2.0	Staff Years

PT Denotes Part-Time Positions

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CSB MENTAL RETARDATION SERVICES

Agency Mission

To empower and support persons with mental retardation to achieve a self-determined and valued lifestyle.

Agency Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	151/ 150.5	151/ 150.5	151/ 150.5	151/ 150.5	151/ 150.5
Grant	6/ 5.5	6/ 5.5	14/ 13.5	14/ 13.5	14/ 13.5
Expenditures:					
Personnel Services	\$9,494,120	\$9,936,299	\$10,449,725	\$10,782,889	\$10,722,257
Operating Expenses	2,462,794	2,135,041	2,316,351	2,314,694	2,314,694
Capital Equipment	0	0	0	0	0
Total Expenditures	\$11,956,914	\$12,071,340	\$12,766,076	\$13,097,583	\$13,036,951
Revenue:					
Fairfax County	\$7,339,996	\$7,706,602	\$7,929,772	\$7,954,083	\$7,893,451
Fairfax City	146,960	146,960	146,960	146,960	146,960
Falls Church City	73,820	73,820	73,820	73,820	73,820
State MHMRSAS	422,791	422,791	3,125	3,125	3,125
State Other	0	0	0	119,507	119,507
Federal Block Grant	48,754	45,000	45,000	45,000	45,000
Federal Other	955,574	651,096	975,168	855,641	855,641
Medical Waiver	1,355,676	1,448,576	1,448,576	1,448,576	1,448,576
Medical Option	1,037,198	1,227,368	1,794,528	1,856,928	1,856,928
Program/Client Fees	576,145	349,127	349,127	593,943	593,943
Total Revenue	\$11,956,914	\$12,071,340	\$12,766,076	\$13,097,583	\$13,036,951

Summary by Cost Center					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Program Management and Supervision	\$1,043,986	\$1,118,389	\$1,121,187	\$1,141,011	\$1,141,011
Case Management	2,260,043	2,456,455	2,474,457	2,653,873	2,593,241
Residential	5,784,221	5,963,640	6,046,193	6,202,865	6,202,865
Alternative Day Support	367,834	364,421	417,706	410,963	410,963
Infant and Toddler Connection	2,500,830	2,168,435	2,706,533	2,688,871	2,688,871
Total Expenditures	\$11,956,914	\$12,071,340	\$12,766,076	\$13,097,583	\$13,036,951

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CSB MENTAL RETARDATION SERVICES

Board of Supervisors' Adjustments

The following funding adjustments reflect all changes to the FY 2004 Advertised Budget Plan, as approved by the Board of Supervisors on April 28, 2003:

- ♦ A decrease of \$60,632 reflects reduced funding for the Pay for Performance program. Based on the approved 25 percent reduction, the FY 2004 program will result in reductions in the increases employees will receive based on their performance rating, capping employees to a maximum of 5.25 percent. This adjustment leaves in place the Pay for Performance program in preparation for system redesign for FY 2005.

The following funding adjustments reflect all approved changes to the FY 2003 Revised Budget Plan from January 1, 2003 through April 21, 2003. Included are all adjustments made as part of the FY 2003 Third Quarter Review:

- ♦ A net increase of \$365,434 is included which reflects an increase of \$390,696 due to various internal funding adjustments and alignments between CSB agencies included to reflect updated expenditure needs for the remainder of FY 2003, partially offset by a decrease of \$25,251 which reflects a decrease of \$19,931 in family support services due to FY 2003 State budget reductions announced in October 2002 and a decrease of \$5,320 due to a decrease in the Early Intervention part C grant.

County Executive Proposed FY 2004 Advertised Budget Plan

Purpose

Mental Retardation Services provides direct services to individuals with mental retardation and/or autism as well as oversight of services provided by private vendors under contract through the Mental Retardation Contracts budget or funded through Medicaid Waiver. Direct service delivery includes case management, residential, and job placement services as well as early intervention services now known as Infant and Toddler Connection services. In addition, this agency provides management support to all Mental Retardation programs (both directly operated and contracted through private vendors), technical support to all programs, and training for both Mental Retardation staff and staff of private vendors.

Services provided in the following Mental Retardation Services Cost Centers include:

- *Program Management and Supervision* - providing training, support services, and contract management.
- *Case Management Services* - a clinical unit providing case management services as well as emergency services to individuals in immediate need of assistance.
- *Residential Services* - providing a variety of residential services including group home services, supervised apartments, sponsored placements, and family support.
- *Alternative Day Support* - a program dedicated to finding job placements for individuals and to providing other services to support job retention.
- *Infant and Toddler Connection* - providing services to infants and toddlers with disabilities and their families.

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CSB MENTAL RETARDATION SERVICES

Key Accomplishments

- ◆ Provided case management services to 1,593 individuals with mental retardation, with 584 funded by Medicaid.
- ◆ Continued to provide grief-counseling sessions for individuals receiving services, including grief counseling following September 11, 2001.
- ◆ Assisted 21 people in emergency situations to obtain funding through Medicaid Waiver.
- ◆ Redesigned early intervention services, now known as Infant and Toddler Connection of Fairfax-Falls Church, which will continue to promote best practices and maximize efficiencies. The program hosted a physician's outreach training at INOVA Hospital; hosted a Parenting mini-conference for families and staff; offered Parent Support groups; and started a parent list-serve. The program also implemented the initial phase of a new statewide web-based data system. The Assistive Technology workgroup increased resources for assistive technology and enhanced the process so that families could obtain assistive technology in a timely manner, therefore maximizing community resources. In addition, the program implemented a new statewide fee system which required meeting individually with every family to explain and determine their new fee. There continues to be a high degree of family satisfaction with services.
- ◆ Renovated three directly-operated residential group homes to provide full accessibility for the individuals who live there.
- ◆ Provided education to police officers during roll calls concerning the population that Mental Retardation Services serves, including education on implementing restraints.
- ◆ Supported 206 individuals and their families through the Family Support Program. The program is easy to use, sensitive to cultural preferences, and responsive to the needs of care-giving families. A committee made up of family members recommends policy changes and decides on special need funding requests. Funding was used to provide nursing services, personal assistance, needed supplies and equipment, and assistive technology.
- ◆ Served 133 individuals through the Cooperative Employment Program (CEP), which is jointly operated by the CSB and the Virginia Department of Rehabilitative Services. The program established 38 new competitive employment placements and at year-end, was supporting 100 individuals in employment. These individuals earned an average hourly wage of \$8.60, working an average of 33.7 hours per week. During the entire year, the participants collectively earned wages totaling \$1,527,566. Additionally, over the past year the program filled a long vacant position and is now fully staffed. In addition, CEP staff supported the County's "Older Adult Employment Expo" by volunteering at the County event, acting as greeters, career counselors, and resume experts.

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CSB MENTAL RETARDATION SERVICES

FY 2004 Initiatives

- ◆ Place additional emphasis on the case management component of services for the special education graduates of the Fairfax County Public Schools. Without the continuity provided by effective case management services, students may experience regression that could later require more intensive services and have a negative impact on families.
- ◆ Continue to review Medicaid program requirements and changes in regulations. Case management will be completing required documentation to add eligible individuals to the Medicaid Waiver waiting list. Slot assignments and re-assignments will be managed by case management staff to determine priority for available slots. There are 414 persons who currently receive Medicaid Waiver services. As of June 30, 2002, there were 294 individuals on the waiting list who were Medicaid Waiver eligible and of these, 127 were in urgent need. There were an additional 281 individuals on the waiting list not eligible for Medicaid Waiver and of these, 143 identified an immediate need for services while 70 reported living in unstable arrangements. In addition, 21 persons have been identified by State training centers as ready for discharge through Medicaid Waiver. There are 166 persons in State facilities that require case managers to be actively involved in their discharge planning. Case managers attend annual meetings, complete discharge plans, review and manage case records, and move persons from State training centers into community homes as appropriate placements become available.
- ◆ Develop a work plan to train individuals receiving services and their families in service monitoring activities as part of the quality improvement plan.

It should be noted that State budget reductions were announced in October 2002 and State DMHMRSAS funding to CSB was reduced by 10 percent. Mental Retardation Services anticipates a loss of \$19,931 in State DMHMRSAS revenues in FY 2003 and FY 2004 which is completely offset by an expenditure reduction of \$19,931 in family support services.

FY 2004 Budget Reductions

As part of the FY 2004 Advertised Budget Plan, in addition to the State reductions noted above, an increase of \$155,466 in program and client fees is proposed by the County Executive for this agency. This includes:

- ◆ Increase of \$155,466 in program and client fees due to enhanced revenue collection efforts for residential group home services for individuals with mental retardation.

Performance Measurement Results

The Performance Measures that have been developed by Mental Retardation Services provide a tool that can be used to assess the effectiveness of the broad range of services that are provided to the citizens of Fairfax County. These indicators are used to evaluate the operations of programs across all Cost Centers. For FY 2002, six out of eight indicators exceeded the goals while one indicator was very close to meeting its stated target (92 percent were achieved out of a 95 percent target). The other indicator that was not met may be attributed to the fact that there was a revised survey utilized that was developed by the State. In addition, the implementation of the survey was delayed, so that the percentage indicated represents only six months of the year. The fact that most of the indicators exceeded their target indicates that the programs are operating effectively and meeting the needs of the people who are receiving services.

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CSB MENTAL RETARDATION SERVICES

Funding Adjustments

The following funding adjustments from the FY 2003 Revised Budget Plan are necessary to support the FY 2004 program:

- ◆ An increase of \$675,625 in Personnel Services is included to reflect an increase of \$489,145 associated with salary adjustments necessary to support the County's compensation program, \$42,490 reallocated from Mental Retardation Contracts to support an administrative assistant position, and \$143,990 associated with adjustments to the current program year award as well as new grant funding for the Early Intervention Part C Infants and Toddlers Connection grant.
- ◆ A net increase of \$21,316 in Operating Expenses is included to reflect an increase of \$45,000 due to adjustments to the current program year award for the Early Intervention Part C Infant and Toddlers Connection grant partially offset by a decrease of \$19,931 in family support and respite services due to State DMHMRSAS budget reductions and a decrease of \$3,753 in DVS charges.

The following funding adjustments reflect all approved changes in the FY 2003 Revised Budget Plan since passage of the FY 2003 Adopted Budget Plan. Included are all adjustments made as part of the FY 2002 Carryover Review and all other approved changes through December 31, 2002:

- ◆ As part of the FY 2002 Carryover Review, an increase of \$329,302 was included to reflect an adjustment to an existing Early Intervention Part C Infants and Toddlers Connection award. The increase was sufficient to support an additional 5/5.0 SYE new grant positions, including 3/3.0 SYE grant Mental Retardation Specialists II to provide service coordination, 1/1.0 SYE grant Physical Therapist II to provide services for infants and toddlers, and 1/1.0 SYE grant Administrative Assistant III to provide support in filing reimbursement claims. Acceptance of these funds required no local funding match.

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CSB MENTAL RETARDATION SERVICES



Program Management and Supervision

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	14/ 14	14/ 14	14/ 14	14/ 14	14/ 14
Total Expenditures	\$1,043,986	\$1,118,389	\$1,121,187	\$1,141,011	\$1,141,011

Goal

To provide services to individuals with mental retardation in order to promote personal health, safety, and welfare, and to ensure sound fiscal management and distribution of resources.

Performance Measures

Objectives

- ♦ To provide direction and management support to Mental Retardation programs so that 80 percent of program performance indicators (service quality and outcome) are achieved.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Outcome:					
Percent of mental retardation program performance indicators (service quality and outcome) achieved (1)	75%	80%	80% / 80%	80%	80%

(1) Reflects service quality and outcome indicators achieved across Mental Retardation directly-operated and contracted programs.

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CSB MENTAL RETARDATION SERVICES



Case Management

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	40/ 40	40/ 40	40/ 40	40/ 40	40/ 40
Grant	0/ 0	0/ 0	3/ 3	3/ 3	3/ 3
Total Expenditures	\$2,260,043	\$2,456,455	\$2,474,457	\$2,653,873	\$2,593,241

Goal

To provide service coordination and behavior management consultations to individuals with mental retardation in order to maximize independence in the community.

Performance Measures

Objectives

- ♦ To support individuals' self-sufficiency in the community by ensuring that 92 percent of individual service plan objectives are met.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Output:					
Cost Center: Outpatient and Case Management - Individuals served	1,080	1,546	1,038 / 1,593	1,500	1,500
Activity: Case Management - Individuals served	933	1,546	1,038 / 1,042	1,038	1,038
Efficiency:					
Activity: Case Management - Annual cost per individual served (1)	\$760	\$776	\$1,118 / \$884	\$655	\$769
Service Quality:					
Activity: Case Management - Percent of individuals satisfied with case management services	96%	89%	90% / 75%	80%	80%
Outcome:					
Activity: Case Management - Percent of individual case management service plan objectives which are met	94%	98%	92% / 98%	92%	92%

(1) Indicator reflects the net cost to the County.

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CSB MENTAL RETARDATION SERVICES



Residential Services

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	71/ 70.5	71/ 70.5	71/ 70.5	71/ 70.5	71/ 70.5
Total Expenditures	\$5,784,221	\$5,963,640	\$6,046,193	\$6,202,865	\$6,202,865

Goal

To provide residential services to individuals with mental retardation in order to maximize independence in the community.

Performance Measures

Objectives

- ♦ To achieve 50 percent of individual residential service plan objectives related to community living skills.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Output:					
Cost Center: Residential - Individuals served (not including Family Support Services)	99	90	85 / 87	85	85
Activity: Group Homes - Individuals served	55	64	61 / 62	61	61
Efficiency:					
Activity: Group Homes - Cost per individual served in Group Homes (1)	\$43,371	\$49,364	\$57,013 / \$55,013	\$62,264	\$60,062
Service Quality:					
Percent of individuals who are satisfied with support services	83%	84%	80% / 86%	80%	80%
Outcome:					
Activity: Group Homes - Percent of individual residential service plan objectives (related to community living skills) achieved	53%	56%	50% / 55%	50%	50%

(1) Indicator reflects the net cost to the County.

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CSB MENTAL RETARDATION SERVICES



Alternative Day Support

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	6/ 6	6/ 6	6/ 6	6/ 6	6/ 6
Total Expenditures	\$367,834	\$364,421	\$417,706	\$410,963	\$410,963

Goal

To provide employment services to individuals with mental retardation in order to maximize self-sufficiency.

Performance Measures

Objectives

- ♦ To secure 37 job placements for individuals with mental retardation.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Output:					
Individuals served	124	134	149 / 133	144	144
Efficiency:					
Annual cost per individual served (1)	\$2,605	\$2,201	\$2,334 / \$2,766	\$2,901	\$2,854
Service Quality:					
Percent of individuals satisfied with placement	92%	99%	90% / 99%	90%	90%
Outcome:					
Placements secured	36	38	37 / 38	37	37

(1) Indicator reflects the net cost to the County.

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CSB MENTAL RETARDATION SERVICES



Infant and Toddler Connection

Cost Center Summary					
Category	FY 2002 Actual	FY 2003 Adopted Budget Plan	FY 2003 Revised Budget Plan	FY 2004 Advertised Budget Plan	FY 2004 Adopted Budget Plan
Authorized Positions/Staff Years					
Regular	20/ 20	20/ 20	20/ 20	20/ 20	20/ 20
Grant	6/ 5.5	6/ 5.5	11/ 10.5	11/ 10.5	11/ 10.5
Total Expenditures	\$2,500,830	\$2,168,435	\$2,706,533	\$2,688,871	\$2,688,871

Goal

To provide early intervention services to infants and toddlers with disabilities and their families to reduce or eliminate the effects of disabling conditions.

Performance Measures

Objectives

- ♦ To ensure that transition objectives, related to the child's movement from this program to the school program, are successfully met 92 percent of the time.

Indicator	Prior Year Actuals			Current Estimate	Future Estimate
	FY 2000 Actual	FY 2001 Actual	FY 2002 Estimate/Actual	FY 2003	FY 2004
Output:					
Individuals served	933	1,094	1,000 / 1,189	1,100	1,032
Efficiency:					
Annual cost per individual served (includes service coordination for all children) (1)	\$1,089	\$1,162	\$1,503 / \$1,102	\$1,430	\$1,430
Service Quality:					
Percent of families satisfied with services	93%	92%	90% / 95%	90%	90%
Outcome:					
Percent of transition objectives successfully met for children	97%	94%	95% / 92%	92%	92%

(1) Indicator reflects the net cost to the County.